



Planning Technician

Department: Planning

Class Code: 6411

EEO Code: 25

FLSA: N

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of moderate difficulty in researching and maintaining data on major economic trends and performs related work as required.

SPECIFIC STATEMENT OF DUTIES:

Collects and organizes material into a comprehensive economic data base; designs and conducts surveys; identifies data needs; locates research sources; collects, surveys and analyzes economic trends; maintains and updates files on such economic items as major employers, local unemployment trends and location patterns of industrial and commercial establishments; researches and documents land ownership and usage; maintains and updates files of properties suitable for commercial and industrial development; identifies and catalogs sites; maintains industrial park file; records sales, building activity and capital investment; designs the directing map; researches and compiles community data regarding public and private schools, libraries, shopping centers, churches, etc., provides technical assistance to Division of Community Development; prepares reports such as comparative tax studies; road improvement studies and base analyses and performs related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge or research methods, economic theory, recordkeeping and research sources.

Working skill in developing and conducting surveys; in compiling information; in written communication and in performing work assignment with a minimum of supervision.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core course requirements for an Associates degree in business, economics or planning and one year related experience or any equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
